



City of Rockville, Maryland
111 Maryland Avenue, Rockville, MD 20850-2364 Planning and
Development Services Works 240-314-8240 Email:
permits@rockvillemd.gov

MGO Other Associated People Letter

If at the time of application, additional non trade related people have not been added to the project by the design professional or permit applicant who initiated the building permit application. The following steps must be completed to allow for them to have access to the project.

Please note - A MGO account needs to be created in order to access the project. You need to provide the verified phone number from the 'other associated person' you are adding to MGO Account. Please ask the person you are adding for said phone number if you do not know it.

The following information is required:

1. Must be on the other associated person's company **letterhead**.
2. Must be signed by the contact you are adding along with their printed name.
3. Must include the **street address** for the project and **MGO project number**.
4. Must include the applicable state, county, or city license number.
5. Must provide verified number used to create the MGO account

Other Associated Contact Name - _____

Other Associated Contact Email Address - _____

Other Associated Contact Verified Phone Number* - _____

Completed letters must be uploaded to the MyGovernmentonline.org (MGO) project. When uploading into MGO, the file name shall be as follows: (Other Associated Contacts Letter) letter for 202X-(number) (Permit Type). Scanned letters must be in a PDF format.

To upload the letter:

1. Go to www.mygovernmentonline.com and log in
2. Click My Account
3. Scroll down to My Permits
4. Find the permit and click View Permit to open it
5. Make sure you are on the Overview tab when permit is open
6. Scroll down to Customer Documents
7. Click Add New File and upload the letter
8. Within 3 days of receiving the uploaded document in MGO, the Permit Technician will add the other associated contact to the project and send a confirmation email to them.

SAMPLE:

Month/date/year

Re: 2022-111-TEN (MGO Project Number)

To Whom It May Concern:

_____ (name of other associated contact) can be added to this project for
_____ (property address including, suite number) to (explain their role)_____
_____.

Email address _____(example: johnsmith@hello.com)
Verified Phone number: _____ (example: 301-867-5309)

Signed,
(other associated contact's signature)
(other associated contact's printed name)

Revised 12/6/22